

CLEAN ENERGY ADVANCED MANUFACTURING Renewable Energy and Energy Efficiency Systems

Questions/Answer Responses April 22, 2010 – May 14, 2010

Q: I have read and understand the requirements of the RFP. Please provide me with an approximate timetable from the date of submission through a decision point and actual funding.

A: The final date for proposal submission is May 14, 2010 and depending on the volume of proposals we receive it is too challenging to provide estimates as to an actual date of awards granted and funding released. It is understood by the Bureau of Energy Systems (BES) that time is critical and the Clean Energy Advanced Manufacturing (CEAM) programs will be handled expeditiously.

Q: I submitted a grant application in 2009 and am updating my information instead of resubmitting. I do want to update the budget and have a question. The grant period is from 7/1/10 to 2/15/12. Should the budget be for that entire period of time? In other words the grant is for 19.8 months, so instead of an annual budget should I make the budget for 19.8 months? Let me know. Thanks.

A: Yes, your project should encompass a detailed budget, spending timeline and supporting narrative for the duration of the grant period with the final reimbursement spending report due by February 15, 2012. **See section; I-CC State Energy Program Requirements** Applicant(s) must propose only those projects which can be completed by December 31, 2011.

Q: There is not a place on the CEAM budget for leasing office space. Is that indirect cost covered by the grant? If so where would you place that expense on the spread sheet? If it is not covered, should it be placed in the indirect category with the \$ near the bottom? The indirect % in that space would have to close to 50% to cover the lease, is that too high? The calculation in that cell is only based on the wage of the salaried person. My accountant thought that typically the indirect % on grants is on the total amount of the grant? Can you clarify? Thanks.

A: Please see attachment 5 in the Clean Energy Advanced Manufacturing Request for Proposal (RFP). This section provides detailed instructions as well as examples on how the budget is to be constructed. It is not our position to provide suggestions beyond what is recommended in the RFP. Each project is tailored differently, and it's up to the applicant to provide the best budget according to the project. It is not standard practice to assist in the construction development of proposals or project budgets, as this would create unfair advantages.

Q: Is there someone that we can call to get information on what and how to count in-kind services and assets? We want to be sure to provide the proper documentation and information on the budget. Thanks.

A: ▪ In-Kind dollars: are goods or services that are donated to the entity/applicant. It is incumbent upon the applicant to propose the in-kind services/assets necessary for their project.

- The Bureau of Energy Systems (BES) is the agency soliciting this proposal. All additional answers will be provided in a FAQ document on our website to ensure fairness to all applicants. Most questions (if not all) can be answered within the contents of the RFP, which the BES will refer applicants to review.
- Please see the General Information section of the CEAM Request for Proposal (RFP). Inquiries: (section I-H)
Questions that arise as a result of this RFP must be submitted in writing to the State Energy Program Administrator either by mail, email, or fax. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, April 30, 2010. Submit your questions via email, mail to Robert Jackson, DELEG – BES, P.O. Box 30221, Lansing, MI 48909; or Fax: (517) 373-6734.

Q: The RFP specifies that applicants must have 500 or fewer full-time or equivalent employees. What if a company is an LLC with fewer than 500 employees, but is a wholly-owned subsidiary of a larger company? Is it the size of the operating company (subsidiary) that counts?

The RFP lists several examples of "energy efficiency technology systems." Beyond the examples listed, would next generation, energy efficient vehicles qualify as energy efficiency technology systems? Specifically, would the manufacture of ultra-lite, advanced composite components, used in next generation vehicles, qualify for energy efficiency component manufacturing? The rationale being that lighter, stronger components enable greater vehicle fuel efficiency and reduced greenhouse gases.

A:

- I am unable to confirm the eligibility of specific energy efficiency technologies without reviewing the full context of your project proposal.
- Small businesses that submit a project and meet the requirements of the RFP (regardless if wholly-owned subsidiary of a larger company) are eligible. 500 employees is the cap. If the company plans to have partnerships please review the RFP concerning this matter as well:

Partner Responsibilities: (Part I of the RFP)

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants. Partnering organizations must respond to Part V, Information Required from Applicant, and must make grant accounting records available for audit by the State in accordance with Part II, Section II-G, Accounting, and Section II-H, Audit. 1) Prior to entering into grant status, a financial review must be completed. 2) Please complete a set of the attached forms (Attachment A-1 and Attachment A-2 for each partner. Organizations partnering with selected applicant(s) must enter into a partnership agreement. A copy of the partnership agreement must be provided to the Grant Administrator. 3) Also, please indicate the lead partner on attachments A-1 and A-2. Partnering organizations may be non-profit or for-profit entities.